

**Kobe YMCA College Japanese Department
Application Handbook**

1. COURSES

Length of Study	Term of Study	Maximum Limit	Visa Type
Spring: One-year course	April to the following March	50 students	College Student
Spring: Two-year course	April to March of the second year		
Autumn: 1.5-year course	October to March of the second year		

Class times: Monday to Friday, 9:30 to 12:20 OR 9:30 to 15:10 (depending on class level and day of the week)

2. GENERAL REQUIREMENTS

a. Completed 12 years of standard, compulsory education

Academic eligibility is dependent on the completion of 12 years of standard, compulsory education or its equivalent. (If the completed term of study is shorter than 12 years due to differences in the educational system of the applicant's home country, please send an inquiry to the YMCA school office before applying.)

b. Completed one or more of the following:

- i. JLPT level N4 (or above)
- ii. J.TEST grade E (or above)
- iii. NAT grade 4 (or above)

3. APPLICATION PROCEDURE

• **When applying through a contact * in Japan:**

The office will review all application materials after submission, so please contact us before submission.

- Office hours: 9:00 to 18:00, Monday to Saturday

• **When applying abroad through a foreign agency:**

Please supply our school name (Kobe YMCA College Japanese Department) and contact information to the foreign agency through which you are applying.

- Tel.: (+81) 78-241-7204 Email: <japanese@kobeymca.org>

4. APPLICATION PERIOD

Spring courses: **July 10th to October 31th of the year before enrollment**

Autumn course: **January 10th to April 30th of the year of enrollment**

If the number of applicants exceeds the maximum limit, the school reserves the right to cease accepting applications.

5. APPLICATION FEE: ¥20,000

6. FEES

Enrollment Fee	Payment Method	Tuition Fee
¥100,000	Payment for one full year	¥820,000 (12 months)
	Payment by installments	¥410,000 (6 months)

- Additional fees:
- Textbook fees (approx. ¥5,000 per six-month study term)
 - Mandatory school insurance (approx. ¥1,000 per year)

YMCA has a special treatment system for those who passed the JLPT N1 / N2 / N3. Please inquire.

* REQUIRED DOCUMENTS

- ★ The following are the minimum requirements for all applicants. Kobe YMCA may ask individual applicants to provide additional documentation.
- ★ Kobe YMCA will screen applications based on the documents submitted.
(If there is insufficient writing space, please continue on a separate sheet of paper.)
- ★ Please complete necessary forms in English.
- ★ All documents must be translated into Japanese.
(Please have the translator sign and date in all documents.)
- ★ All documents are for the purpose of application screening by Kobe YMCA as well as for Japanese Immigration.

1. Documents required for all applicants:

- ① YMCA Japanese Language School admission application form
 - The application must be completed by the applicant.
 - In case this form may be completed electronically, please be sure to sign and date by hand.
 - Do not use abbreviations for the names of schools, companies, addresses, etc.
 - If the applicant has a passport, please submit copy of the page that includes the passport number.
 - If the applicant has been to Japan on a previous occasion(s), please note the dates of arrival and departure for each visit. In addition, please submit copies of the passport pages that show landing and departure stamps.

- ② 8 photos (4 cm x 3 cm)
 - The photos must be taken **within three months prior to application.**
 - Please write your name and date of birth on the back of each photo.

- ③ Statement of “Purpose for studying in Japan” (Form 1)
 - Please complete the provided form.
 - In case this form may be completed electronically, please be sure to sign and date by hand.
 - Please write include details.

- ④ “Official graduation certificate” OR “Copy of original diploma from the last educational institution”
 - Please provide a copy of “Degree” (if you have).

- ⑤ Official transcript from the last educational institution

- ⑥ Proof of Japanese language study
 - Please submit one of the followings
 - Official result of “Japanese Language Proficiency Test” (JLPT), level N4 or above
 - Official result of “J.TEST, level E” or above
 - Official result of “NAT Test, level 4” or above
 - Official result of another Japanese language proficiency test of a level equivalent to those mentioned above
 - Please submit proof that the applicant has studied Japanese for 200 hours or more.

- ⑦ Copy of official ID (e.g. national ID card, student card, etc.)

- ⑧ Proof of employment (if applicant had worked before.)

2. Required financial documents:

Please submit the following documents accordingly.

Financial responsibilities include tuition & school fees, and living expenses.

A. Applicants supporting themselves financially:

- ① Applicant's official bank statement
- ② Applicant's certificate of income
- ③ Applicant's proof of employment (including employment period)

B. Applicants with a financial sponsor residing in abroad.

- ① Document explaining the reason for accepting the responsibility of financial sponsorship (Form 2)
 - This form should be filled out by the sponsor.
In case this may be completed electronically, please be sure to sign and date by hand.
 - If the financial sponsor is not the applicant's parent, please explain the relationship between the sponsor and the applicant, and the reason of becoming financial sponsor.
- ② Financial sponsor's official bank statement
<<The funds for one year studying in Japan, is approximately 2,000,000 JPY.>>
- ③ Proof of financial sponsor's work experience
Employed by a company: Certification of work experience, including period of employment
Executive officer of a company: Copy of the corporate registration, etc.
Self-employed: Copy of the business license, etc.
- ④ Documentation related to the financial sponsor's income and tax return
Certificate of income or tax return for the last three years
Certification must be issued by a governmental office or by the financial sponsor's company
- ⑤ Explanation of the relationship between the sponsor and the applicant
<<Copy of "Resident card", "Family Registers", or "Birth Certificates", etc.>>

C. Applicants with a financial sponsor residing in Japan:

- ① Document explaining the reason for accepting the responsibility of financial sponsorship (Form 2)
 - This form should be filled out by the sponsor.
 - In case this form may be completed electronically, please be sure to sign and date by hand.
 - If the financial sponsor is not the applicant's parent, please explain the relationship between the sponsor and the applicant in addition to the reason for becoming the applicant's financial sponsor.
- ② Financial sponsor's official bank statement
<<the funds for one year of study, is approximately ¥1,000,000. (in case applicant lives with sponsor)>>
- ③ Financial sponsor's certificate of income
Please submit one of the followings
 - Certification of income issued by a municipal office (所得証明書 *shotoku shoumei-sho*)
 - Copy of tax return (確定申告書 *kakutei shinkoku-sho*)
 - Copy of tax withholding slip (源泉徴収票 *gensen choushuu-hyou*)
- ④ Financial sponsor's certification of employment
- ⑤ Explanation of the relationship between the sponsor and the applicant
<<Copy of "Resident card", "Family Registers", or "Birth Certificates", etc.>>
- ⑥ **If the financial sponsor is a Japanese citizen:**
Please submit the sponsor's resident certificate (住民票 *juumin-hyou*).

If the financial sponsor is not a Japanese citizen:

Please submit a copy of "Resident Certificate" (住民票 *juumin-hyou*)
Or copy of "Resident card" (在留カード *zairyuu kado*).

* **LOCAL CONTACT** : A "local contact" is defined as a person living in or around Kobe who will provide support for the applicant and can act as the applicant's apartment guarantor, etc.

The local contact is not the applicant's financial guarantor.

3. Required document for "Local contact" in Japan

Local contact agreement (must be filled out by individual)

Application Procedure – Application Submission for Enrollment (for those applying through a local contact in Japan)

Submission of application materials to Kobe YMCA

Application deadlines Spring course: until the 31th of October of the year before enrollment
Autumn course: until the 30th of April of the year of enrollment

- Please make an appointment before coming to Kobe YMCA.
- Please bring all necessary application materials including the application fee. (20,000JPY)

Application screening

Notification of acceptance : Spring course: by mid-December Autumn course: by mid- June
Application fees are non-refundable regardless of screening results.

Enrollment fee submission : Spring course: by the end of December / Autumn course: by the end of June
The enrollment fee (¥100,000) must be submitted by the deadline.

Issuance of the Certificate of Admission

After the enrollment fee is received, "Certification of Admission" will be sent to the local contact.

Visa application

- On behalf of the applicant, Kobe YMCA will submit the appropriate documents to the Japanese Immigration Office to apply for "Certificate of Eligibility".
- Immigration screening takes approximately three months.

Issuance of "Certificate of Eligibility" : Spring course: early March / Autumn course: early September

- Once the applicant has successfully cleared immigration screening, "Certificate of Eligibility" will be sent to Kobe YMCA.
- Kobe YMCA will then send "Certificate of Eligibility" to the applicant's local contact.
Due to the importance of "COE", please ask the local contact to send it via registered mail.
- Applicants who do not successfully clear immigration screening, will be refunded the enrollment fee(¥100,000).

Tuition fee submission : Spring course: by mid-March / Autumn course: by mid-September

- The tuition fee must be submitted by the deadline.

Issuance of visa

- The applicant must apply for "visa" at Japanese embassy or consulate in their home country.
- Required documents: "Certificate of Eligibility", "Certificate of Admission", passport, and others.
Please note that visa application requirements vary by country. Applicants may inquire about the necessary documentation at their local Japanese embassy or consulate.
- Applicants who are unable to successfully obtain "visa" or who want to withdraw their enrollment application will be refunded their tuition payment.
Please note that the application fee and enrollment fee are non-refundable.

Arrival in Japan

- All students must attend the entrance ceremony and school orientation.
Spring course: early April Autumn course: early October

<School Information> Kobe YMCA College Japanese Department

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